

# Application to Register: Discharge

Under Regulation 7 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.

**This form can only be used to apply to register the following activities. Please tick which applies to this application.**

- Discharge of **sewage** (including discharge to soakaway).
- For **new discharges** population equivalent (p.e.) must be **15 or less** [See Note 1 on page 2]  
*You are strongly advised to consult SEPA to discuss treatment options before submitting your application*
  - For **existing discharges** (in existence before 01/04/2006) p.e. must be **50 or less** [See Note 1 on page 2]

**Have you checked with your local SEPA office to confirm if your property is already registered?** No refund of the application fee will be offered if you make a duplicate application for sewage discharge. Registry Offices are listed on Page 5.

For any discharge of sewage, state whether the system is:

- Public (The treatment system will be adopted, or is currently operated, by Scottish Water)
- Private (The treatment system will be privately owned)
- Discharge of trade or other effluent of less than or equal to 10m<sup>3</sup> per day and/or p.e. of 15 or less. [See Note 1 on page 2]

Please state nature of the effluent: \_\_\_\_\_

*You are strongly advised to consult SEPA to discuss treatment options before submitting your application.*

- Discharge of **cooling water** with no chemical additions, and no Freshwater Fisheries Directive implications.  
*You are strongly advised to consult SEPA to discuss treatment options before submitting your application*
- Discharge from **non-commercial fish farms** for native fish.  
*You are strongly advised to consult SEPA to discuss treatment options before submitting your application*
- Discharge from **commercial fish hatcheries or tank farms** with less than 0.5 tonnes annual production.  
*You are strongly advised to consult SEPA to discuss treatment options before submitting your application*

If your proposed discharge does not fall below one of the above categories, you will need to complete a Licence application form, available from the SEPA website ([www.sepa.org.uk](http://www.sepa.org.uk)) or local SEPA office.

**Multiple associated activities:** You may apply for multiple 'associated' discharges using one form per discharge and submitting the application forms together. For multiple discharges to be considered associated (and to avail of discounted application fees), the forms must be submitted by the **same applicant** and at the **same time**.

- Tick here if you have submitted associated applications and provide the total number of associated applications.

## 1. Contact Details

Name			
Organisation (if applicable)			
Address			
Postcode		Email	
Tel No.		Fax No.	

## Application Fee

Please ensure you submit the correct fee for your application. The standard application fee applies for one registration activity with reduced fees applicable if you apply for multiple associated activities. This fee is reviewed every year. For latest fees please consult the latest *Environmental Regulation (Scotland) Charging Scheme* on the SEPA website ([www.sepa.org.uk](http://www.sepa.org.uk)) and search for 'charging schemes and summary charging booklets' or contact your local SEPA office (see final page for details).

Please make payment using one of the methods described in section 6, and then return your completed application form (along with your cheque/remittance advice/proof of payment as applicable) to the appropriate SEPA area office listed at the end of this form.

## Notification of Registration

SEPA has 30 days to determine your application. You will be notified by post.

Complete the following sections, as indicated.

2. Site Details	
Enter site details (Property 1) and name or description to identify all other properties served by the discharge.	
Property 1	
Address	
Postcode	
NGR*	
Property 2	
Property 3	
Property 4	
Property 5	
<input type="checkbox"/> Please <b>provide a plan</b> or other means to show the exact location of the <b>site, discharge outlet and treatment unit</b> .	
*National Grid Reference (NGR)	
Enter National Grid Reference for the site and discharge outlet using 10-character form (XY 1111 2222) Use the <i>SEPA NGR Tool</i> on the SEPA website to generate your own NGR ( <a href="http://map.sepa.org.uk/ngrtool/">http://map.sepa.org.uk/ngrtool/</a> ).	
<b>IMPORTANT: Providing the correct location information for the site and discharge outlet (Section 3 below) is essential to ensure that your application can be processed.</b>	

3. Discharge Details			
Is this a: (tick one)	<input type="checkbox"/> New Discharge		
	<input type="checkbox"/> Existing discharge (prior to 01/04/2006 and currently unauthorised) Please note that if you are applying to register <b>an existing discharge</b> , registration does not mean that the environmental impact of the discharge has been 'approved' in any way by SEPA. You may therefore be subject to enforcement action by SEPA in the future if it causes environmental harm. Registration does mean that the discharge is correctly authorised under the Regulations.		
Discharge Outlet NGR*: (to water environment / soakaway)			
For <b>sewage effluent</b> provide:			
	Total p.e.: [See Note 1]		This value must be less than or equal to: <b>15 p.e.</b> for <b>New</b> discharge <b>50 p.e.</b> for <b>Existing</b> discharge
For domestic housing, a minimum of 5 p.e. is used for any house with up to and including three bedrooms. For houses with more than three bedrooms, add 1 p.e. for each additional bedroom.			
For <b>other discharges</b> provide: (contact SEPA before completing)			
	Total p.e.: (not required if cooling water or fish farm) [See Note 2]		Max discharge m <sup>3</sup> /day:
	Average Temp °C: (cooling waters only)		Total annual production from fish farm: (tonnes per year)

### Notes

- Population equivalent (p.e.) of sewage effluent:** Full details on calculating population equivalent for **domestic** dwellings in document *Code of Practice: Flows and Loads-3 Sizing Criteria, Treatment Capacity for Small Wastewater Treatment Systems (package plants)* [available on British Water website ([www.britishwater.co.uk/](http://www.britishwater.co.uk/))]. To calculate population equivalent for **non-domestic** sewage effluent, multiply the number of people using the system by the BOD load (g/day) and divide by 60 (60g is the average BOD load for one person in one day). Information on BOD loading is contained in the *Code of Practice*.
- Population equivalent (p.e.) of trade effluent:** To calculate p.e. for **trade effluent**, multiply the daily flow of the discharge (in m<sup>3</sup>) by the average BOD (in mg/l) and divide by 60 (60g is the average BOD load for one person in one day).

## Discharge Registration (Cont.)

<b>PART A: Discharge to Land</b>					
Complete this section when the discharge is to land or soakaway (this does <b>not</b> include partial soakaway). <i>Please note that for sewage discharges this is the preferred environmental option where soil conditions allow.</i>					
Discharge to land via: (tick one)	<input type="checkbox"/> Soakaway <input type="checkbox"/> Mound Soakaway				
<b>For new developments:</b>					
Building Warrant Application No.:					
Indicate percolation value Vp secs/mm: [See Note 3 to determine percolation value]	<input type="checkbox"/> <15		For Vp <15, state size of soakaway: (m <sup>2</sup> )		
	<input type="checkbox"/> 15-100				
	<input type="checkbox"/> 100-140				
	<input type="checkbox"/> >140				
<b>PART B: Discharge to Water</b>					
Complete this section when the discharge is to water (includes partial soakaway) <i>Please explore feasibility of discharge to land first (see Section 3 Part A above)</i>					
Reason discharge to land is not possible:					
Receiving Environment: (Select one)	<input type="checkbox"/> Freshwater Loch <input type="checkbox"/> River <input type="checkbox"/> Coastal <input type="checkbox"/> Estuaries	Is the discharge via partial soakaway?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, state size (m <sup>2</sup> )	
For <b>discharges to coastal and estuarial waters</b> : Is the outfall below Mean Low Water Springs? [See Note 4]					<input type="checkbox"/> Yes <input type="checkbox"/> No
Receiving Water Name: (i.e. name of river, loch, estuary)					

<b>4. Treatment Details</b>					
<b>Treatment system components</b>					
Indicate all components of the treatment system:	<input type="checkbox"/> Septic Tank (See Note 6)		<input type="checkbox"/> Package Sewage Treatment Plant		
	<input type="checkbox"/> Constructed Reed Bed		<input type="checkbox"/> Proprietary Filtration System (See Notes 3 & 5)		
	<input type="checkbox"/> Membrane Bioreactor Plant (See Note 5)		<input type="checkbox"/> Other* (e.g. drum filter or settlement ponds at fish farm)		
	*If 'Other', specify details here:				
<input type="checkbox"/> Tick here if no treatment provided					
<b>Effluent quality</b>					
For treatment systems (other than septic tank), state the effluent quality that the treatment system is designed to produce as a mean value (mg/l). (See EN12566-3 certificate for package treatment plants or the design specification for other treatment systems)	Biochemical Oxygen Demand (BOD)		Ammoniacal Nitrogen (NH <sub>3</sub> )		
			Phosphorus (if requested by SEPA)		

### Notes (cont.)

- Percolation value (Vp) and Proprietary Filtration System are described in the *Technical Handbook to the Building (Scotland) Regulations* available on the Scottish Government website ([www.gov.scot](http://www.gov.scot))
- Mean Low Water Springs: This is the height of low tide when the range of the tide is at its greatest.
- Only applicable if discharge is to Bathing or Shellfish Waters
- Discharges to "River" or "Freshwater Loch" solely via a septic tank also require a partial soakaway of min 25m<sup>2</sup> per house.

### General Registration Conditions

1. Other than as specifically permitted or limited by any condition of this authorisation, the authorised activities shall not have a significant adverse impact on, or cause pollution of, the water environment.
2. The effluent treatment system shall be maintained in accordance with the manufacturers or designer's recommendations, and in any event, in good working order.

### Important Information

- If your activity is registered, it will require to be carried out in accordance with the terms of the application, and the conditions detailed above. To contravene the terms of the application or the conditions would constitute an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011.
- It is an offence under regulation 44 of the Water Environment (Controlled Activities) (Scotland) Regulations 2011 to make a statement which you know to be false or misleading in any material particular, or recklessly make a statement which is false or misleading in any material particular for the purpose of obtaining a registration (for yourself or anyone else) or seeking a variation of a registration.

### The Data Protection Act 1998

The information provided on this form will be processed by the Scottish Environment Protection Agency ("SEPA") to process and assess your application for registration, to monitor compliance with the relevant conditions, to process renewals, and for maintaining the relevant public register(s).

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental affairs
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law; and
- improving our service

We may disclose the information to the public, public bodies and other organisations (e.g. Health and Safety Executive, Local Authorities, Emergency Services, Scottish Executive) when consulting on environmental issues.

If there is any information you wish to justify being kept from the public register on grounds of commercial confidentiality you should contact SEPA before submission of your application.

### 5. Declaration

Declaration	<p><b>I hereby apply for an authorisation only in respect to the particulars described in this application and enclose the appropriate application fee.</b></p> <p><b>I certify that the information in this application is correct</b> and I have read and understood the above data protection notice and consent to the processing of the information about me provided on this form and otherwise provided to or collected by SEPA in accordance with this notice.</p>
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Signature:

Date:

Print Name:

### 6. Payment Methods

Please ensure you submit the correct fee for your application. This fee is reviewed every year. For latest fees please consult the latest *Environmental Regulation (Scotland) Charging Scheme* on the SEPA website ([www.sepa.org.uk](http://www.sepa.org.uk) and search for 'charging schemes and summary charging booklets') or contact your local SEPA office (see final page for details).

<b>BACS</b>	Sort Code	83-34-00	<b>IMPORTANT!</b> When paying by BACS or direct transfer you <b>MUST</b> submit the Remittance Advice/Proof of Payment with your application form. If this is not received the application will be returned to you as invalid and a request will be made for the correct Remittance Advice/Proof of Payment, as SEPA cannot process your application without this.
	A/C number	00137187	

<b>Cheque</b>	Make all cheques payable to 'SEPA' and submit with your application
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<b>Credit/Debit Card</b>	Payment is accepted by all major credit/debit cards. Please telephone SEPA to arrange payment. (Note: Payment by credit cards will attract a 2.5% surcharge)
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## Discharge Registration (Cont.)

### 7. Application Checklist

- All relevant sections of form completed
- Correct NGRs supplied for site AND discharge outlet (Sections 2 & 3)
- Location plan supplied indicating site, discharge outlet and treatment unit
- Details provided to identify all properties served by system (Section 2)
- Application signed and dated (Section 5)
- Signed cheque for correct amount and payable to 'SEPA' included (for cheque payments)
- Copy of Remittance Advice/Proof of Payment enclosed (for BACS payments)

### SEPA Registry Offices

Please send your completed form and application fee to 'SEPA Registry' at the appropriate area office.

#### Aberdeen Office

Inverdee House  
Baxter Street  
Torry, Aberdeen  
AB11 9QA  
Tel: 01224 266600  
Fax: 01224 896657

#### Angus Smith Building

6 Parklands Avenue  
Holytown  
North Lanarkshire  
ML1 4WQ  
Tel: 01698 839000

#### Dingwall Office

Fodderty Way  
Dingwall Business Park  
Dingwall  
IV15 9XB  
Tel: 01349 862 021  
Fax: 01349 863 987

### Office Use Only

IF Number:	CAR Reference:	Location Code Request Ref:	
		Site	Outlet
Valid Application check	Correct fee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Contact details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Site details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Signature?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Application within registration limit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Valid <input type="checkbox"/> Not valid	RETURNED TO APPLICANT	Initial: Date:
Existing sewage / New sewage to land	<b>Existing sewage:</b> <input type="checkbox"/> Valid NGR (x2)? <input type="checkbox"/> Treatment details supplied? ('Untreated' pass to OPS)	<b>New sewage to land:</b> <input type="checkbox"/> Valid NGR (x2)? <input type="checkbox"/> Vp 15-100? <input type="checkbox"/> BC No. supplied?	Initial: Date:
	<input type="checkbox"/> Failed - PASSED to OPS	<input type="checkbox"/> Passed – ISSUE REGISTRATION	
Other Discharge type	<input type="checkbox"/> New sewage to water	<input type="checkbox"/> REGISTRATION OK <input type="checkbox"/> PASSED to OPS	Initial: Date:
	<input type="checkbox"/> Trade <input type="checkbox"/> Fish farm <input type="checkbox"/> Cooling	<input type="checkbox"/> PASSED to OPS	Initial: Date:
For CLAS use – sewage effluent category	<input type="checkbox"/> Untreated <input type="checkbox"/> Primary treatment (ST only) <input type="checkbox"/> Secondary treatment (Treatment plant/PFS/Membrane Plant or ST+Reedbed/Treatment plant/PFS/Membrane Plant) <input type="checkbox"/> Tertiary treatment (Secondary treatment + further treatment)		
Application determined	Signature:	Date:	
	Determining Officer (print name)		
Notification check	Signature:	Date:	
	Checking Officer (print name)		